

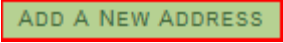


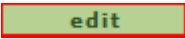





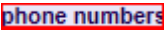
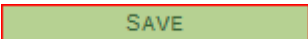

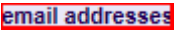
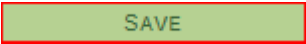

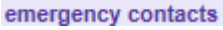
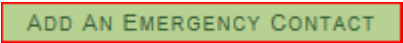
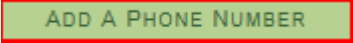
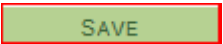



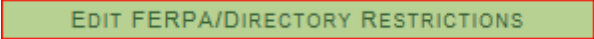
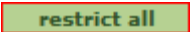





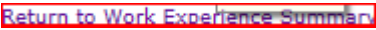
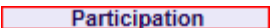
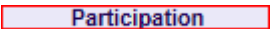


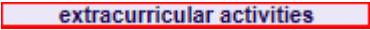
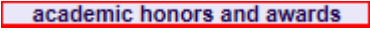

Using Self-Service to Update Your Information

Step	Action
1.	On the Menu bar, click on the My Profile Menu dropdown link. 
2.	Click the Demographic Information link. 
3.	Your biodemo or demographic information is viewed. Review the information prior to making changes. Click the addresses tab to update your address. 
4.	To add a new address to your record, click the Add a new address button. 
5.	Enter the new address into the appropriate fields. Click the OK button. 
6.	Select the appropriate label for the new address. In this example, click the Mail option. 
7.	Note the date the address will take effect. If necessary, change the effective date. Click the Save button. 
8.	Note the Save Confirmation which verifies the address has been added/changed. Click the OK button. 

Step	Action
9.	<p>If you just need to change an address, you can click on the edit button next to the address to be changed.</p> <p>Click the Edit button.</p> 
10.	<p>Update the address as required.</p> <p>Click the OK button.</p> 
11.	<p>To change your preferred name, click the names tab.</p> 
12.	<p>On your student records, you have the option of changing your "Preferred" name. This name is the one you want to be addressed as.</p> <p>To change the "Primary" name on the record you must bring the appropriate legal documentation supporting the change to the Admissions office of your college.</p>
13.	<p>To change the Preferred name, click the Edit button on the Preferred row.</p> 
14.	<p>Update the name as required. If necessary, change the effective date.</p> <p>Click the Save button.</p> 
15.	<p>Note the Save Confirmation which verifies the preferred name has been changed.</p> <p>Click the OK button.</p> 
16.	<p>To update or add phone numbers, click the phone numbers tab.</p> 
17.	<p>To change the existing phone number, highlight the phone number to be changed, delete and enter the new phone number</p> <p>Click the Save button.</p> 
18.	<p>Note the Save Confirmation which verifies the phone number has been saved.</p> <p>Click the OK button.</p> 
19.	<p>To add additional phone numbers, click on the Add A Phone Number button and enter the phone number.</p>

Step	Action
20.	To update or add email address information, click the email addresses tab. 
21.	The @ student.laccd.edu email address is the default/preferred email address associated with your records. You can add additional email addresses so that college information is also sent to those email addresses.
22.	Update the email address as required. To add additional email addresses, click the Add an Email Address button and complete the form. Click the Save button. 
23.	Note the Save Confirmation which verifies the email address has been saved. Click the OK button. 
24.	Click the emergency contacts tab. 
25.	Click on the Add an Emergency Contact button to add emergency contact information. This information is important because if there is an emergency concerning you, this provides a first point of contact. Click the Add an Emergency Contact button. 
26.	Complete the form by entering the following information: > Contact Name > Select the contact relationship > Select if the Contact's Address is the same or click Edit Address to add a different address. > Other Telephone Numbers, select the Phone Type and enter the phone number
27.	To add additional phone numbers, click the Add a Phone Number button. 
28.	Add more phone numbers as required. Once you have added all emergency contact phone numbers, click the Save button. 
29.	Note the Save Confirmation which verifies the emergency contact information has been saved. Click the OK button. 

Step	Action
30.	To update Security information, including FERPA, click the Security tab. 
31.	Click the ferpa restrictions link. 
32.	On the FERPA Restrictions page, click the Edit FERPA/Directory Restrictions button to edit and apply any FERPA restrictions. 
33.	Click the Restrict All button. 
34.	Click the Save button to save and update your record to include FERPA restrictions. 
35.	Note the Save Confirmation which verifies the FERPA Restrictions information has been saved. Click the OK button. 
36.	Click the Credentials tab to update personal information such as <i>Languages</i> and <i>Work Experience</i> . 
37.	Creating a Work Experience resume in your record provides valuable information. Click the Add a work experience button. 
38.	Complete the Work Experience - Employment Details page. Complete the employer name, job description, start and end dates, and add any appropriate attachments. Upon successful completion of the file, click the Save button. 
39.	After saving the page, to return to the previous page, click the Return to Work Experience Summary link. 
40.	Click the Participation link. 
41.	Click the Participation tab to view Extracurricular Activities and Honor and Awards . 

Step	Action
42.	Click the extracurricular activities tab to view your extracurricular activities. 
43.	Click the academic honors and awards tab to view your Honors and Awards . 
44.	Click the College banner to return to the Home Page. 
45.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.